

All Activities Located in Quarters Eye

Chief of Procurement

Establishment of Building Supply Officer

STAT ☐ 1. In accordance with authority delegated in CIA Regulations the Procurement Office will assume accountability of all administrative property in use within the departmental area. Activation of a Building Supply Officer for Quarters "Eye" will be accomplished on 14 January 1952. In view thereof, the Procurement Office will be responsible for:

- a. The requisitioning, turn-in and transfer of all administrative property and supplies required by activities located in subject building.
- b. Issuance of property passes for all property removed from subject building.
- c. Receiving and processing all requests for equipment repairs and maintenance.

STAT ☐ 2. All requests for non-expendable property, expendable supplies, and equipment repair service will be directed to the Building Supply Officer located in Room 1-C-45, Quarters Eye, Ext.

STAT ☐ 3. A list of individuals for each activity located in Quarters "Eye", who are authorized to requisition non-expendable property, will be furnished this Office. Number of individuals, so authorized, will be kept to a minimum.

STAT ☐ 4. Requests for supplies and equipment which require financial obligations will be initiated on Master Ditto Form No. 36-125 "Requisition for Supplies, Equipment, or Service", signed by an authorized individual in accordance with paragraph 2 b, Number ☐ Central Intelligence Agency Regulations, and directed to the Building Supply Officer for necessary action.

STAT ☐ 5. The Building Supply Officer will utilize the "Employee Property Issue Record," Form 36-99 to charge all portable items of a non-expendable nature to the using individuals in accordance with paragraph 2d (3) (d) of Number ☐ Central Intelligence Agency Regulations. It is the responsibility of each employee having custody of portable items, so charged, to secure a clearance from the Building Supply Officer prior to their changing locations within, or separation from, the Agency.

6. Present Procedures and channels relative to the acquisition of, and accountability for, operational supplies and equipment will remain in effect and will in no way concern the Building Supply Officer.

7. In order that the functions of the Building Supply Officer may be executed and accurate property accountability maintained, it is requested that all requests for movement of property be coordinated with the Building Supply Officer.

JAMES A GARRISON

WWW/jcs

cc: COP Chrono
Supply Chrono
BSO File
AE/OPC
AD/OSO
AD/TRD
AD/Commo
Security Officer, CIA
Chief, Office of Gen. Services
Chief of Procurement
Chief, Medical Staff
Acting Chief, TSS
Comptroller
Chief, FBID

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	<i>Chief, Records Mgt &</i>		
2	<i>Dist. Branch</i>		
3			
4			
5			

FROM		INITIALS	DATE
1	<i>Chief, Adm. Serv.</i>	<i>17 Jan. 52</i>	
2			
3			

<input type="checkbox"/> APPROVAL	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input checked="" type="checkbox"/> FILE

REMARKS:

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